

**DEPARTMENT OF THE TREASURY  
FEDERAL LAW ENFORCEMENT TRAINING CENTER  
GLYNCO, GEORGIA 31524**

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FLETC DIRECTIVE (FD)

NUMBER: 70-09.B

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Subject:

DATE: 01/20/87

Sunset Review:

SIGHT CONSERVATION PROGRAM

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1. PURPOSE. This directive promulgates the policies and procedures of the Sight Conservation Program of the Federal Law Enforcement Training Center (FLETC).
2. SCOPE. This directive applies to all permanent, temporary, part-time and detailed FLETC staff engaged in eye hazardous jobs and to all staff and students when engaged in firearms training.
3. CANCELLATION. FLETC Directive No. 70-09.B, Sight Conservation Program, dated January 9, 1984.
4. REFERENCES.
  - a. 29 Code of Federal Regulations, Subpart I, Paragraph 1910.133.
  - b. 29 Code of Federal Regulations, Subpart B, Paragraph 1960.8 (d).
  - c. American National Standard for Occupational and Educational Eye and Face Protection, Z 87.1 - 1979 (as revised).
5. POLICY. The policy of the Center is to encourage employees to protect their eyes from injury while engaged in work that is hazardous to eyes; to reduce the possibility of lost time accidents due to eye injuries; and to provide employees with proper eye protection equipment in order to prevent, as much as possible, accidental eye injuries and loss of vision incident to their work.
6. RESPONSIBILITIES.
  - a. The Safety Manager is responsible for the overall management of the Sight Conservation Program. In carrying out these responsibilities, the Safety Manager will identify eye hazard areas, jobs which require eye protection, approve specialized eye protection, coordinate prescription eyewear examinations and procurement, and maintain records of prescription eyewear requisitions, receipts and issuances.

b. The Health Unit will provide screening examinations when requested by the Safety Manager.

c. Division Heads are responsible for ensuring that an adequate supply of eye protection equipment (piano, welding goggles, face shields, etc.) is maintained at all times.

d. Supervisors are responsible for ensuring their employees utilize safety eyewear where required and that visitors entering eye hazard areas within their jurisdiction wear approved eye protection.

e. Employees are responsible for utilizing eye protection equipment and maintaining it in a clean condition.

## 7. PROCEDURES.

a. Prescription safety eyewear for employees on the authorized list (Attachment 1) will be requested by the supervisor through the division head, utilizing Form FTC-SAF-1, Eye Examination/Safety Eyewear Request (Attachment 2). When approved, the Safety Manager will prepare a Form FTC-SAF-5, Prescription-Safety Eyewear (Attachment 3), return the form to the cognizant division providing the name, phone number and address of the optometrist being used by the Center. Divisions are responsible for establishing appointment times. After examination by the doctor, the prescription form will be returned to the Safety Manager for processing. Upon receipt of the eyewear, the employee will return to the examining doctor with a copy of the prescription for fitting and certification. The employee will sign, date and return Form FTC-SAF-5 to the Safety Manager who will witness and forward it to the Health Unit for filing in the employees health record.

b. Non-prescription safety eyewear will be requested by the cognizant division chief. All purchase requisitions will be routed via the Safety Manager for review. (These include side shields for students wearing lasses, visitor's specs, welders lasses/goggles, face shields, ultra violet filtering lens, etc.)

c. Replacement policy for prescription safety eyewear.

(1) Replacement of lost or stolen prescription safety eyewear, inclusive of piano, will be the responsibility of the employee .

(2) Eyewear damaged from occupational exposure will be replaced by submission of Form FTC-SAF-1. The employee will be required to present his or her eyewear to the Safety Manager to verify damage.

d. Re-examinations for prescription eyewear will be accomplished every two years as a minimum unless unusual circumstances prevail. In unusual cases, employees will be screened by the Health Unit with recommendation to the Safety Manager.

8. FORMS. All forms listed herein are available from the Safety Office.
9. OFFICE OF PRIMARY INTEREST. Office of Administration.

Charles F. Rinkevich  
Director

Attachments (3)

Note: Attachments 2 & 3 available from the Safety & Security Division

Authorized Positions

Positions authorized for prescription safety eyewear to be furnished at government expense.

1. Any person legally blind in one eye occupying any position.
2. Automotive Mechanic
3. Boilermaker
4. Driver Equipment Servicer
5. Electronic Mechanic/Helper/Worker
6. Facilities Management Specialist
7. Firearms Equipment Coordinator
8. Instructor (Advanced Law Enforcement Photography Training Program - ALEPTP).
9. Maintenance Mechanic (Building Contractor)
10. Maintenance Mechanic (Leader)
11. Maintenance Mechanic (Maint. Mech. Welder/Machinist)
12. Material Expediter
13. Mobile Equipment Servicer
14. Planner and Estimator
15. Photographer
16. Receiving, and Shipping Specialist
17. Training, Instructor (Law Enforcement) (Driver and Marine Division)
18. Training Instructor (Law Enforcement) (Firearms Division)
19. Utility Systems Repairer - Operator (Leader)
20. Utility Systems Repairer - Operator
21. Warehouse Worker